Campus Alberta
Quality Council

Third Annual Report

1 April 2006 • 31 March 2007

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Campus Alberta Quality Council

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Letter to the Minister of Advanced Education and Technology

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30 June 2007

Honourable Doug Horner
Minister of Advanced Education and Technology
324 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Mr. Horner:

RE: Campus Alberta Quality Council Third Annual Report

On behalf of the Campus Alberta Quality Council, I have the honour of providing you with the Third Annual Report for the period 1 April 2006 to 31 March 2007.

This past year was the second full year of Council's operation. It was a very active year as several institutions – university and college level, public and private – brought forward proposals for new degree programs. The year marked reviews of a first degree program for a second public college in the province, as well as a first doctoral program for one of the universities. You subsequently approved these programs, both of which are expected to begin in September 2007. Further, as part of its monitoring role, Council conducted its first comprehensive review of an institution originally approved to offer degree programs five years ago.

In addition to assessing the quality of new program proposals, Council has been active in developing and refining its policies and procedures. In conjunction with the Alberta Universities Association (AUA) and the Ministry's Post-secondary Programs Branch, Council has established a pilot project aimed at assessing the quality of new programs and changes to existing programs while avoiding unnecessary paperwork or duplication of effort. As well, Council is continuing to work with its counterparts at British Columbia's Degree Quality Assessment Board (DQAB) and Ontario's Postsecondary Education Quality Assessment Board (PEQAB), as well as with the Association of Universities and Colleges of Canada (AUCC) and members of the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

The volume of work that the Secretariat and Council has managed has increased exponentially. I would like to express gratitude on behalf of the Council for the excellent work done by the Secretariat under the leadership of Marilyn Patton. Their hard work, thorough research, sound judgment and commitment to quality have greatly assisted the Council, and helped to strengthen Alberta's leadership in educational quality assurance.

I am now nearing the completion of my first year as Chair of Council. I am enjoying the opportunity to help develop this important young body, to work with some excellent colleagues, and to have the chance to meet so many stakeholders from around the province. The innovation and enthusiasm I have seen bode well for the future of post-secondary education in this province.

Sincerely,

Ronald B. Bond, PhD
Chair

CAQC Mandate

The Campus Alberta Quality Council (Council) is an arms-length quality assurance agency that makes recommendations to the Minister of Advanced Education and Technology on applications from post-secondary institutions seeking to offer new degree programs in Alberta under the terms of the *Post-secondary Learning Act, 2004* and the Approval of Programs of Study Regulation (51/2004).

Other than degrees in divinity, all new degree programs to be offered in Alberta must be approved by the government. Therefore, Council is charged with the quality review of all degree programs proposed by:

- resident public institutions
- resident private institutions, both for-profit and non-profit
- non-resident (out-of-province) public institutions
- non-resident (out of province) private institutions, both for-profit and non-profit.

Activities of Council

2006-07 was Council's third year of operation. During the reporting year, Council held four two-day meetings, and one teleconference meeting. Council focused on three major areas of activity:

- establishing and refining its procedures and assessment practices
- communicating the role of Council to stakeholders within the province and to relevant national bodies as well as with other provincial quality assurance agencies
- conducting program and organizational evaluations.

Establishing and Refining Procedures and Assessment Practices

In keeping with its operating principle of continuous development and improvement, Council reviewed its activities in the past year in order to fine tune its procedures and assessment practices. Council also reflected on its first two years of operation with an eye to reviewing its progress in meeting its operating principles (see Appendix 1 for CAQC Key Operating Principles). The Private Colleges Accreditation Board's *Accreditation Handbook* has provided a sound basis that enabled Council to begin its operations promptly. Council is gradually reviewing the details of the *Handbook* to make refinements which will be reflected in its own handbook.

Subcommittee on Degree and Nomenclature Requirements

During the previous year, Council established a subcommittee to work on the nomenclature and nature of core degrees, and during the reporting year, the committee was broadened to include representation from the Alberta Universities Association (AUA), the Private Accredited Post-secondary Institutions Council (PAPIC), and the Alberta Association of Colleges & Technical Institutes (AACTI). The subcommittee continued to work on requirements for BA, BSc, BTech and applied degrees, as well as a number of professional degrees. As drafts are prepared, they are sent to stakeholder groups for comment and sometimes tested by Council's external evaluator teams. When completed, the expectations for the design and structure of these undergraduate degrees will be posted on Council's web site.

Academic Staff Subcommittee

In the past year, the Academic Staff Subcommittee articulated Council's expectations with respect to academic faculty teaching in undergraduate programs. The resulting document, "Standards on Academic Staff for Baccalaureate Programs," was adopted by Council and is available on the CAQC web site.

Proposal Review Standing Committee

In keeping with its commitment to being expeditious, Council established the Proposal Review Standing Committee to act on behalf of the full Council in reviewing proposals asking for a fully expedited review. In addition, the committee can respond to changes in degree programs and changes to degree or program names.

Assessment Standards and Materials

During the reporting year, Council continued to establish assessment materials appropriate to its mandate. As of 31 March 2007, Council has developed or refined and adopted the following (a short description of these materials is available in Appendix 2):

- operating principles
- organizational assessment standards – general and graduate
- program assessment standards – undergraduate (including those for applied degrees) and graduate
- program assessment standards and application guidelines for non-resident institutions
- additional quality assessment standards for programs delivered at a distance
- institutional self-study guidelines
- advice for institutions hosting a site visit
- standards on academic staff for baccalaureate programs
- academic freedom and scholarship policy.

As well, Council began developmental work on its policy on release of information.

Pilot Project in Conjunction with Alberta Universities

Over the course of the year, Council and the Secretariat worked with the Alberta Universities Association (AUA) to create four templates[1] that could be used by universities depending on the type of change to an approved program or new program being proposed. During the pilot project, the use of the templates and corresponding review processes includes only the four public universities in Alberta. An initial assessment of the pilot will take place after they have been in use for one year. If the project is deemed to be successful, Council will explore the possibility of extending it to other institutions in the system that can demonstrate mature internal approval and review processes and infrastructure.

Stakeholder Engagement

The creation of Council and the opportunities under the *Act* for the establishment of degree programs in public colleges and technical institutes has aroused considerable interest across the post-secondary system. In response, the past and current Chairs and the Director of the CAQC Secretariat have met extensively with institutions and other stakeholders to explain Council's principles and procedures and to seek input on the best ways in which to serve the interests of the post-secondary system and its learners.

Meetings with Ministry Officials

In the past year, meetings have taken place with the Honourable Doug Horner, Minister of Advanced Education and Technology, and his Executive Assistant Jason Krips; Deputy Minister Bob Fessenden; Assistant Deputy Minister Phil Gougeon; as well as the Honourable Dave Hancock, then Minister of Advanced Education (now Minister of Health and Wellness).
There have also been several meetings with officials from Alberta Advanced Education and Technology to ensure that:

- the department's system coordination review and Council's quality assessment mandate are coordinated as much as possible
- information requirements with respect to program proposals are harmonized
- the department's and Council's monitoring and accountability requirements are harmonized where possible and made more efficient from the perspective of the institutions.

Meetings with Post-Secondary Institutions

Over the course of the past year, individual meetings and consultations have been held with officials from:

Alliance University College-Nazarene University College
Athabasca University
Canadian University College
City University
Concordia University College of Alberta
Grant MacEwan College
Mount Royal College
Red Deer College
St. Mary's University College
The King's University College
University of Alberta
University of Calgary
University of Lethbridge
University of Phoenix (Calgary)

[1] The fourth template is the full proposal template used by all other institutions.

Other Meetings

Meetings have also taken place with representatives of the following:

Alberta Universities Association (AUA)
Association of Universities and Colleges of Canada (AUCC)
Confederation of Alberta Faculty Associations (CAFA)
Deans of business programs of the colleges and technical institutes in Alberta
Management Education Coordinating Council of Alberta (MECCA)
Philippine quality assurance officials
Private Accredited Post-secondary Institutions Council (PAPIC)
Quality Assurance Agency for Higher Education (U.K.)
Post-secondary student associations

Conferences and Presentations

As it is important that Council's assessments be recognized and understood both within and outside the province, Council's Chairs and Secretariat Director attended meetings and conferences, and, in several cases, made presentations relating to the work of Council. These included:

Event	*Location*	*Attendee(s)*
CHEA conference	*Washington, DC*	*Marilyn Patton*
CHERD conference	*Toronto, ON*	*Doug Owram and Marilyn Patton*
Chinese Service Centre for Scholarly Exchange	*Edmonton, AB*	*Marilyn Patton*
National Academy of Education Administrators	*Edmonton, AB*	*Ronald Bond*
Standing Policy Committee	*Edmonton, AB*	*Doug Owram and Marilyn Patton*
Students Finance Board	*Edmonton, AB*	*Guy Germain and Marilyn Patton*

Degree Recognition Initiatives

Council also discussed degree recognition initiatives during the reporting year, with a view to determining what it could do to have its assessment practices and standards recognized and thus, the degrees it recommends, also recognized. To this end, discussions and meetings took place with officials from Council's counterparts in British Columbia, the Degree Quality Assessment Board, and in Ontario, the Postsecondary Education Quality Assessment Board.

Council of Ministers of Education, Canada (CMEC)

To promote the national and international recognition of Alberta degrees in the absence of national accreditation in Canada, it is vital that provincial representatives communicate regularly. The development of connections at the level of the Council of Ministers of Education, Canada (CMEC) and among provincial quality assurance agencies has thus been a priority.

Hence, Council's Secretariat has been involved in an important national initiative—the Pan-Canadian Committee on Quality Assurance of Degree Education. This CMEC committee prepared a *Ministerial Statement on Quality Assurance of Degree Education in Canada* that has now been endorsed by all provinces and territories. Council's assessment standards and processes for new degree programs and new degree providers are consistent with those contained in the Statement. In addition, Council has adopted the Statement's Canadian Degree Qualifications Framework for use when assessing the level of proposed degree programs.

The Committee, which was chaired by Marilyn Patton, Director of Council's Secretariat, is expected to continue its work. Further developments will be included on the CMEC web site at http://cmec.ca/postsec/qa/indexe.stm.

Evaluations and Recommendations

The full process of approval for degree programs being proposed is:

Application to the Minister

↓

System Coordination Review by the Department

↓

Referral to Council for Organizational Review (if necessary) and Program Quality Review

↓

Council's Recommendation to the Minister

↓

Decision by Government with respect to Approval of the Program

For institutions that have experience in offering degree programs at the level of the degree being proposed, a fully expedited review (no organizational evaluation and a desk review rather than using external evaluators for the program review) or partially expedited review (one not requiring an organizational evaluation) may be possible. Council's criteria for expedited review are published on its website.

Council is committed to having review processes that are iterative in nature. It works closely with institutions during the review process to foster continuous development and improvement of degree programs.

Applications Referred to Council

Between 1 April 2006 and 31 March 2007, the Minister referred the following applications to Council:

Alliance University College and Canadian Nazarene University College (joint applicants)

- *4-year Bachelor of Arts with major in History*
- *3-year Bachelor of Arts with concentration in Philosophy*
- *4-year Bachelor of Science with major in Biology*

Grant MacEwan College

- *4-year Bachelor of Commerce with majors in Supply Chain Management, International Business, International Marketing, Management*
- *4-year Bachelor of Music in Jazz and Contemporary Popular Music with majors in Composition, General, Performance*

Lethbridge College

- *4-year Bachelor of Applied Science with majors in Natural Resource Management, Environmental Assessment and Restoration*

Mount Royal College

- *4-year Bachelor of Nursing*
- *4-year Bachelor of Arts in Justice Studies*
- *4-year Bachelor of Arts with majors in Anthropology, English, History, Policy Studies, Psychology, Sociology, Spanish*
- *4-year Bachelor of Business Administration with majors in General Management, Accounting, Human Resource Management, Marketing*
- *4-year Bachelor of Communications with majors in Information Design, International Communications, Journalism, Public Relations*
- *4-year Bachelor of Science with majors in Cell and Molecular Biology, Geology, Health Sciences, General Science*

Northern Alberta Institute of Technology (NAIT)

- *4-year Bachelor of Technology in the field of Applied Science and Engineering Technology with majors in Electrical and Electronics Technology, Mechanical and Manufacturing Technology, Applied Building Science, Resources and Environmental Management*
- *4-year Bachelor of Business Enterprise*

St. Mary's University College

- *3-year Bachelor of Arts with concentration in History*
- *3-year Bachelor of Arts with concentration in Psychology*

The King's University College

- *4-year Bachelor of Arts with major in History*

University of Alberta

- *4-year Bachelor of Science in Agriculture with major in Horticulture*

University of Calgary

- *4-year Bachelor of Arts with major in Italian Studies*
- *Master of Arts in Culture and Society*
- *PhD in Culture and Society*

University of Lethbridge

- *4-year Bachelor of Music in Music Technology*

University of Northern British Columbia

- *Master of Education in Multidisciplinary Leadership*

Council Recommendations

Following is a list of all Council recommendations during the reporting year:

Alberta Public Institutions

Program	Type of Review	CAQC Recommendation	Minister's Decision	Date
Athabasca University				
3-year Bachelor of Arts with concentration in Political Science	Fully Expedited	To Approve	Approved	26 April 2006
4-year Bachelor of Arts with major in Political Science	Fully Expedited	To Approve	Approved	26 April 2006
Doctor of Education (EdD) in Distance Education	Organizational & Program	To Approve	Approved	1 February 2007
Grant MacEwan College				
4-year Bachelor of Science in Nursing	Organizational & Program	To Approve	Approved	12 July 2006
4-year Bachelor of Commerce with majors in International Business, Management, Supply Chain Management	Program	To Approve	Approved	12 October 2006
University of Alberta				
Master of Science in Rehabilitation Science	Fully Expedited	To Approve	Approved	26 April 2006
University of Calgary				
4-year Bachelor of Arts with majors in East Asian Language Studies, Linguistics and Language, Transportation Studies	Fully Expedited	To Approve	Approved	26 April 2006
4-year Bachelor of Science with major in Transportation Studies	Fully Expedited	To Approve	Approved	26 April 2006
4-year Bachelor of Arts with major in Italian Studies	Fully Expedited	To Approve	Approved	6 September 2006
University of Lethbridge				
4-year Bachelor of Music in Music Technology	Fully Expedited	To Approve	Approved	9 March 200

Alberta Private Institutions

Program	Type of Review	CAQC Recommendation	Order in Council Date [1]
Alliance University College			
3-year Bachelor of Arts with concentration in Philosophy	Fully Expedited	To Approve	16 October 2006 (Minister's Letter)
4-year Bachelor of Arts with major in History	Fully Expedited	To Approve	8 November 2006 (Order in Council)
Canadian Nazarene University College			
3-year Bachelor of Arts with concentration in Philosophy	Fully Expedited	To Approve	16 October 2006 (Minister's Letter)
4-year Bachelor of Arts with major in History	Fully Expedited	To Approve	8 November 2006 (Order in Council)
St. Mary's University College			
3-year Bachelor of Arts with concentrations in History, Psychology	Fully Expedited	To Approve	30 March 2007 (Minister's Letter)
The King's University College			
4-year Bachelor of Arts with major in History	Fully Expedited	To Approve	8 November 2006 (Order in Council)

In the past year, at the recommendation of Council, the Minister approved one non-resident proposal, the University of Northern British Columbia's Master of Education in Multidisciplinary Leadership, on 19 July 2006.

[1] Pursuant to section 6 of the *Approval of Programs of Study Regulation*, the Lieutenant Governor in Council may by order, on the recommendation of the Minister, (a) approve a proposed degree program, and (b) designate the private institution proposing to offer the approved degree program as an institution that may grant degrees in respect of the approved degree program.

Other Activities of Council

Evaluation Teams

As noted in Council's third operating principle, peer evaluation forms the basis of Council's review of the applicant's ability to mount and sustain degree programs (organizational evaluation) and the quality of the proposed programs (program evaluation). It therefore normally engages the services of experts to help with its evaluations. Council regards recruitment of these assessors as being one of the most important things it does. The quality of the reviewers affects the quality of the review, which affects the quality of the program. Depending on the circumstance, Council employs three types of teams of experts in evaluating proposed programs and monitoring approved degree programs:

Organizational evaluation teams assist Council in examining the extent to which the systems and processes of the institution are clearly established to achieve excellence in learning.

Program evaluation teams help ensure that degree programs offered by institutions are of an acceptably high quality, and comparable in quality to other degree programs in Alberta and Canada.

Comprehensive evaluation teams help fulfill Council's obligation with respect to periodic evaluations of institutions offering approved degree programs.

All evaluation teams are thoroughly prepared by the Secretariat. Teams have an orientation meeting with the Chair and Secretariat advisor prior to their site visit, and are provided with a comprehensive binder outlining their roles and responsibilities, the assessment standards to be used and detailed information about the proposed program and/or the institution. Once the review is completed, team members and the institution are asked to provide feedback about their experience and offer suggestions for improving the review process.

Evaluators are typically academics and administrators from universities or institutions offering accredited or approved degree programs in Alberta or elsewhere in Canada. The final decisions on all matters relating to an evaluation team rest with Council, including the team's membership and its terms of reference.

External Evaluators

Council relies on the expert opinions of external (peer) evaluators for both phases of its quality review, and wishes to acknowledge the following reviewers who provided evaluation services during the reporting year:

Dr. Shamsul Alam	*University of Lethbridge*
Dr. Michael Atkinson	*University of Saskatchewan*
Dr. Tony Boydell	*Royal Roads University*
Dr. Joan Bottorff	*UBC Okanagan*
Dr. Katy Campbell	*University of Alberta*
Dr. Joan Collinge	*Simon Fraser University*
Dr. Harry Cook	*The King's University College*
Dr. Keith Denford	*University of Regina*
Dr. Sheila Evans	*University of Calgary*
Dr. Terry Evans	*Deakin University (Australia)*
Dr. Robert Gordon	*Simon Fraser University*
Dr. Jeremy Hall	*University of Calgary*
Dr. Timothy Hartnagel	*University of Alberta*
Dr. Arthur Heidebrecht	*McMaster University*
Dr. John Hoddinott	*University of Alberta*
Dr. Deborah Hurst	*Athabasca University*
Dr. Tom Keenan	*University of Calgary*
Dr. Gerry Kelly	*Royal Roads University*
Dr. Ron McLachlin	*University of Manitoba*
Dr. Lynn Penrod	*University of Alberta*
Dr. Peter Ricketts	*UBC Okanagan*
Dr. Abu Sesay	*University of Calgary*
Dr. Martin Silverstein	*University College of the Fraser Valley*
Dr. Dianne Tapp	*University of Calgary*
Dr. Karran Thorpe	*University of Lethbridge*
Ms. Lorraine Way	*Red Deer College*
Dr. Roger Woodhead	*BC Institute of Technology*
Dr. Roger Wolff	*University of Victoria*

Monitoring and Periodic Review

The *Approval of Programs of Study Regulation* outlines Council's responsibilities with respect to monitoring of approved new degrees. Should it determine that the institution no longer meets the required organizational conditions or that the approved program no longer meets required standards of quality, Council may recommend that approval be discontinued.

Monitoring

Council monitors approved degree programs to ensure that its standards of quality continue to be met. Monitoring may take several forms including annual reporting, periodic reporting, comprehensive evaluations as well as subsequent evaluations.

As in previous years, Council asked the institutions offering PCAB-accredited degree programs to submit an annual report for the 2005-06 academic year following modified PCAB instructions for such reporting. For those private colleges that received operating grants, it also reviewed data on enrolments, graduation rates, finances, etc. prepared by the Ministry from its reporting mechanisms.

Comprehensive Evaluation

In addition to annual reporting, Council also conducts periodic review. Since December 2004, Council normally conducts at least one comprehensive evaluation (a combined organizational and program(s) evaluation) of an institution offering approved degree programs in Alberta five years from the time of initial degree granting approval.
DeVry Institute of Technology-Calgary has been offering the following approved degree programs since 2001:

- 4-year Bachelor of Business Operations
- 4-year Bachelor of Science in Computer Information Systems
- 4-year Bachelor of Science in Electronics Engineering Technology.

Using external evaluators, Council conducted a first comprehensive evaluation of DeVry Institute of Technology-Calgary in September 2006. The comprehensive evaluation was comprised of four key elements:

- A self-study report prepared by DeVry Institute of Technology-Calgary
- DeVry-Calgary's written response to issues raised by Council and the Private Colleges Accreditation Board (PCAB)
- Report of the comprehensive evaluation team
- DeVry-Calgary's response to the report of the comprehensive evaluation team.

Council's evaluation of the institution's performance in offering undergraduate degree programs was positive. Council re-affirmed the approval of the existing baccalaureate programs at DeVry Institute of Technology-Calgary and established subsequent expectations.
Council has scheduled the following comprehensive evaluations:

Institution	*Type of Comprehensive*	*Academic Year*
Taylor University College and Seminary	*First Comprehensive Evaluation*	*2007-2008*
Alliance University College & Canadian Nazarene University College	*First Comprehensive Evaluation*	*2008-2009*
St. Mary's University College	*First Comprehensive Evaluation*	*2009-2010*
Grant MacEwan College	*First Comprehensive Evaluation*	*2011-2012*

Membership of Council

Council consists of eleven members appointed by the Minister of Advanced Education and Technology, including a chair and 10 members representing expertise in the post-secondary system (brief biographical information about the members is available in Appendix 3). Services of a Secretariat are provided to Council by the Minister.

On 30 June 2006, Dr. Doug Owram resigned as Council Chair to accept a position in the British Columbia post-secondary system. At the June 2006 meeting, Council members thanked him for his outstanding leadership as the founding Chair of CAQC. Dr. Owram continues to serve as a member of Council. On 13 July 2006, the Minister of Advanced Education appointed Dr. Ronald

Bond the new Chair of Council.

The following individuals served on Council during the reporting period:

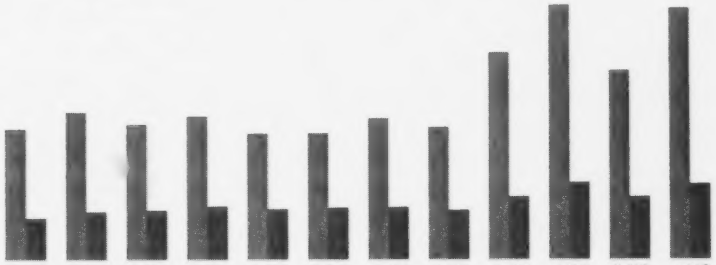
Chair	*Ronald Bond (from 13 July 2006)*	
	Doug Owram (to 30 June 2006)	
Members	*Keith Ward (Vice Chair)*	*Peter Meekison*
	Andrew Berczi (to 30 April 2006)	*Leo Mos (from 13 July 2006)*
	Michael Faulkner (to 31 December 2006)	*Doug Owram (from 1 July 2006)*
	Dan Gaynor (to 30 June 2006)	*Cliff Soper*
	Dianne Kieren	*Lucille Walter*
	Garry McKinnon	*Mo Watanabe*

As of 31 March 2007, there is one vacancy on Council.

CAQC's Web Site

As a means of communicating with its stakeholders and members of the public, Council has developed its presence on the Internet. The web site includes information about Council, the application process for new degree proposals, its assessment standards, relevant publications, its recommendations and the applications under review, and links to relevant legislation and related organizations. Council's web site is kept current to allow stakeholders easy access to Council's documents and activities.

As shown below, activity on the web site (www.caqc.gov.ab.ca) was brisk during the reporting year. The number of visits and the number of unique visitors to the site increased substantially during the reporting period.



	Apr 2006	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2007	Feb	Mar
Visits	2,155	2,435	2,238	2,371	2,085	2,088	2,338	2,193	3,428	4,221	3,132	4,168
Visitors	678	790	812	881	829	851	868	817	1,040	1,274	1,036	1,247

CAQC Secretariat

The CAQC Secretariat assists the Chair and Council in their activities by providing advice on matters of policy and procedure, organizing meetings, helping to set meeting agendas, and preparing publications. It also provides information and advice in response to inquiries from various agencies, current and prospective applicants, and members of the public about matters related to quality assurance of new degree programs. As well, it coordinates all aspects with respect to Council's external evaluation teams and the Secretariat's Director or designate serves as an advisory member on the teams.

As of March 2007, the Secretariat consists of:

Director	*Marilyn Patton*
Manager	*Guy Germain*
Research Officer	*Alex Makar*
Research & Policy Analyst	*James Oloo*
Acting Office Manager	*Shirley Miskowicz-Thomson*

Next Steps

In terms of evaluations, 2006-07 has been Council's busiest year to date and we expect the range and rate of referrals from Alberta institutions to increase.

Another area of increased activity will be with respect to non-resident institutions, especially those that had authority to offer degrees in Alberta prior to 2004 when Council came into existence. Those institutions and their degree programs must be in compliance with Council's organizational and programs standards by the time their approved programs expire. Council will refine its processes, role and requirements with respect to approval and monitoring of non-resident degree programs.

One of Council's key operating principles concerns review of the quality of its own activities. In 2007-08 Council will evaluate both Council members' performance and of the Council as a whole. The review is intended to clarify Council's and stakeholders' expectations of the CAQC, allow the Council to review its objectives and priorities, celebrate its successes, and identify areas in which it needs to improve its effectiveness.

Council is committed to the principle of openness and transparency, and to this end has been working this year to draft a release of information policy to balance transparency of the process with the concomitant duty to inform all parties with whom it deals when and how certain kinds of information can be released. During the next year, it will finalize its policy in consultation with its stakeholders.

Council will continue working on recognition of its assessments, both nationally and internationally. To that end, it will continue working with its British Columbia counterpart and with pan-Canadian quality assurance initiatives as it expresses its ongoing commitment to post-secondary education in Alberta and to the students who are the beneficiaries of this commitment.

Appendix 1

Campus Alberta Quality Council

Key Operating Principles

1. *The Council **standards** are appropriate to the program level/scope and are comparable to national and international standards. Within this context, Council is open to flexibility and innovation in degree programming.*

2. *The Council respects the foundational role of **academic freedom** in the provision of high quality post-secondary programs.*

3. ***Peer evaluation** is an essential component of the Council's evaluation of post-secondary degree programs.*

4. ***Stakeholder participation** is an integral part of the degree appraisal process.*

5. *The Council acts to develop and retain **autonomy** from influences that may undermine or otherwise affect trust in its functions and decisions.*

6. *The Council exhibits **equity** in all aspects of its operation. Equity encompasses the idea that applicants are treated fairly but not necessarily identically.*

7. *The Council exhibits and promotes **openness and transparency** in all its practices and policies. In its commitment to consistency of decision making, the Council aims to develop public trust that all eligible institutions meeting the Council's standards and practices will be able to apply and take part fully in the functioning of the Council under its mandate, administration and processes.*

8. *Processes established by the Council are considered **iterative** in nature. This means that the Council's decisions and judgments have the potential for continuous development and improvement of institutional degree programs.*

9. *Within the context of its iterative processes, the Council acts **expeditiously** and in keeping with principles of natural justice.*

10. *The Council is committed to the **quality assurance review** of its own activities and to the interprovincial sharing of best practices in post-secondary degree program quality assessment. Its processes are dynamic and continuously improving.*

11. *The Council exhibits and promotes **appreciation of institutional diversity** and respect for institutional autonomy and integrity among the institutions proposing degree programs.*

12. *The Council ensures that approved degree programs and Council decisions with respect to them are **monitored** and the extent of monitoring is appropriate to the experience of the institution.*

13. *Members and peer reviewers shall act in accordance with **ethical standards** and abide by Council's code of conduct which includes provisions on conflict of interest.*

Appendix 2

Publications of the Campus Alberta Quality Council

A Guide for Teams Conducting Evaluations of Proposed Undergraduate Programs

The guide provides information for external evaluation teams with respect to their role and responsibilities when evaluating proposed programs. The "Framework for Program Evaluation" and "CAQC Code of Conduct" are included. The guide is reviewed and updated as needed.

A Guide for Teams Conducting Evaluations of Proposed Graduate Programs

The guide provides information for external evaluation teams with respect to their role and responsibilities when evaluating proposed graduate programs. The "Framework for Graduate Program Evaluation" and "CAQC Organizational Assessment Standards – Graduate Programs" are included. The guide is reviewed and updated as needed.

A Guide for Teams Conducting Organizational Evaluations (Resident Alberta Organizations)

The guide provides information for external evaluation teams with respect to their role and responsibilities when conducting organizational evaluations of first-time applicants. The "Framework for Organizational Evaluation and Scorebook" is included. The guide is reviewed and updated as needed.

A Guide for Teams Conducting Comprehensive Evaluations

The guide provides information for external evaluation teams with respect to their role and responsibilities when conducting comprehensive evaluations. The "CAQC Code of Conduct" is included. The guide is reviewed and updated as needed.

Hosting an Institutional Site Visit – A Guide for Institutions Undergoing a Visit by a Campus Alberta Quality Council Evaluation Team

The guide offers guidance to institutions to assist them in preparing for a site visit by a Council-appointed external evaluation team.

Institutional Self-Study Guidelines

The guidelines set out Council's expectations for institutions completing a self-study which is required for two types of reviews by the Campus Alberta Quality Council – organizational evaluations and comprehensive evaluations.

Appendix 3

Campus Alberta Quality Council

Member Information as of March 2007

***Dr. Ronald Bond** (Chair)* (Term: 13 July 2006 to 12 July 2009) *is Emeritus Provost and Vice-President (Academic) at the University of Calgary and a former Professor of English and Dean of Humanities there.*

***Dr. Keith Ward** (Vice Chair)* (Term: 2 July 2006 to 1 July 2009) *is the retired Vice-President (Academic) of The King's University College, a previous member of the Private Colleges Accreditation Board (PCAB) and a member of a number of other committees.*

Dr. Dianne Kieren (Term: 2 July 2006 to 1 July 2009) *is a Professor Emeritus and former Associate Vice-President (Academic) at the University of Alberta and the outgoing Chair of the Private Colleges Accreditation Board (PCAB).*

Dr. Garry McKinnon (Term: 2 July 2006 to 1 July 2008) *is a retired Superintendent of Schools and an educational consultant and instructor in the Faculty of Education at the University of Calgary.*

Dr. Peter Meekison (Term: 15 July 2004 to 1 July 2007) *is a former Chair of both the departments of Law and Political Science, previous Vice-President (Academic) at the University of Alberta and adjunct professor at the University of Victoria.*

Dr. Leo Mos (Term: 13 July 2006 to 12 July 2009) *is a Professor of Psychology and Linguistics at the University of Alberta, Chair of The King's University College Senate and the former director for the Centre for Advanced Study in Theological Psychology at the University of Alberta.*

Dr. Doug Owram (Term: 1 July 2006 to 30 June 2008) *is Deputy Vice-Chancellor at the University of British Columbia, Okanagan and a former Professor and ex-Provost and Vice-President (Academic) at the University of Alberta. Dr. Owram was the inaugural Chair of the Campus Alberta Quality Council.*

Dr. Cliff Soper (Term: 15 July 2004 to 1 July 2007) *is a retired chemistry instructor and administrator at Red Deer College. He has also served as Dean of Health and Science, acting Vice-President (Academic) and Director of the IKON Learning Innovation and Teaching Excellence Centre. Dr. Soper serves on Lacombe County Council.*

Lucille Walter (Term: 15 July 2004 to 20 August 2007) *is Chair of the Alberta Council on Admissions and Transfer (ACAT), member of Region Six Children's Services Authority Board, and former executive member of the University of Alberta Alumni and Senate.*

Dr. Mo Watanabe (Term: 15 July 2004 to 1 July 2007) *is Emeritus Professor of Medicine at the University of Calgary, former Dean of the Faculty of Medicine, and Chair of several provincial and national health and research committees.*

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